

## EDITED TASK LISTING

**CLASSIFICATION:** Senior Youth Correctional Counselor, Youth Authority (YA)

**NOTE:** *Each position within this classification may perform some or all of these tasks.*

Task Statements	
1.	Supervise and/or monitor the Youth Correctional Counselors (YCC) in the daily operations of the living unit in order to provide a safe and healthy treatment and work environment utilizing personal skills and training as required by the Division of Juvenile Justice (DJJ).
2.	Ensure a monthly casework schedule (e.g., individual counseling, resource groups, case conference, reports dues list and progress notes) is developed and distributed to living unit staff utilizing Microsoft Word in order to provide the youthful offender counseling services as required by DJJ Institutions and Camp policies.
3.	Conduct daily and weekly information sharing with treatment team staff in order to relay operational/security information utilizing the unit log book, e-mail, meetings, memorandums and training sessions as required by DJJ Institutions and Camp policies.
4.	Post the daily work assignments of staff utilizing the schedule to ensure services are provided to youthful offenders (e.g., school schedule, reinforcement review, mandated services, bank check sheets and daily searches, etc.) as directed by DJJ Institutions and Camp policies.
5.	Conducts a monthly review of documents and reports (e.g., timesheets/998, youth incentive report, file audits, crisis intervention plan audits, resource group forms, quality assurance observation, on the job training and mandated drug testing, etc.) to ensure accuracy and reconcile discrepancies in order to maintain fidelity of the program utilizing departmental procedures as required by DJJ Institutions and Camp policies.
6.	Conducts a weekly review of documents and reports (e.g., phone calls, monitor appropriate youth level privileges, case work verification forms, alternative programs, mandated drug testing, update Program Service Day Schedule (PSD) schedule, monitor PSD minute and discrepancy report, etc.) to ensure accuracy and reconcile discrepancies in order to maintain fidelity of the program utilizing departmental procedures as required by DJJ Institutions and Camp policies.
7.	Conducts a daily review of documents and reports (e.g., daily e-mails, read unit log, Read and Initial board, room search log, reinforcement systems, document mandated services, use of force notes, ward of disability program (WDP) services, review Disciplinary Decision Making System (DDMS) reports and DDMS dispositions, etc.) to ensure accuracy and reconcile discrepancies in order to maintain fidelity of the program utilizing departmental procedures as required by DJJ Institutions and Camp policies.
8.	Coordinate and monitor the daily work assignments of assigned and non-assigned living unit staff through direct supervision in order to complete the task in an efficient, compliant and consistent manner as directed by DJJ Institutions and Camp policies.
9.	Plan, develop and post the PSD (e.g. daily operations, recreation activities) for each shift assigned utilizing Microsoft Word for the living unit as directed by Institutional policy and procedures in order to complete the required daily tasks.
10.	Evaluate the overall job performance of YCC utilizing apprenticeship programs, performance evaluations, and training, etc., in order to maintain effective and safe operations for the living unit as directed by DJJ Institutions and Camp policies.
11.	Participate in the recruitment and hiring process for the job classification of the Youth Correctional Counselor series by participating in interview panels, job analysis, workshops, recruitment fairs, etc., in order to fill vacant positions as required by DJJ Institutions and Camp policies.
12.	Conduct on-going training to familiarize YCC with new and present policies/procedures utilizing duty statements, performance appraisals, staff briefings, etc., as required by DJJ Institutions and Camp policies.
13.	Develop unit procedures for YCC in order to conduct effective training through lesson plans, duty statements, etc., as required by DJJ Institutions and Camp policies.
14.	Conduct corrective action plans with staff in order to improve staff performance utilizing, memorandums, training, record of verbal counseling, work improvement discussions (WID), etc., as required by policy, statute, and regulations.

*Tasks highlighted in bold text are not currently on the SPB classification specification*

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15.	Document possible adverse action regarding employee misconduct to your immediate supervisor or superintendent utilizing written correspondence in order to address work related deficiencies on an as needed basis.
16.	Implement collective bargaining Unit 6 agreements for staff, (e.g., casework scheduling, shift swaps, staff grievances, etc.) as required by the Memorandum Of Understanding (MOU) in order to adhere to the stated contract utilizing bargaining Unit 6 contract.
17.	Assist in the training of youthful offenders in their daily living and treatment utilizing counseling and motivational techniques to comply with Safety and Welfare Remedial Plan (SWRP) as required by DJJ Institutions and Camp policies.
18.	Assist in the counseling of youthful offenders towards changing their delinquent thinking and behavior utilizing counseling and motivational techniques in order to become productive law abiding citizens in the community as established by the Mission Statement of the DJJ.
19.	Assist in the supervision of youthful offenders during all aspects of their daily living utilizing counseling and motivational techniques to ensure the safety and security of the institution and community as directed by DJJ Institutions and Camp policies.
20.	Develop constructive programs for periods of time when youthful offenders are not in school or in a vocational work program utilizing special activities (e.g., intramural sports, tournaments, arts and crafts, treatment groups, educational assignments, work crews, restorative justice, etc.) to ensure safety and a normative culture on/off the living unit as required by DJJ Institutions and Camp policies.
21.	Monitor living unit staff for the implementation of constructive programs for periods of time when youthful offenders are not in school or in a vocational work program by making use of special activities (e.g., intramural sports activities, tournaments, arts and crafts, treatment groups, educational assignments, work crews, restorative justice, etc.) utilizing a formal schedule to ensure safety and a normative culture on/off the living unit as required by DJJ Institutions and Camp policies.
22.	Communicate and coordinate through various methods (e.g., e-mail, computer, log book, radio, telephone, etc.) with staff regarding observations, perceptions, and behavior of youthful offenders in order to maintain safety and security of visitors, volunteers, staff, institutional operations and the community on a daily basis as required by Office of Corrections Standards Authority (OCSA).
23.	Promote and encourage family and volunteer participation in special activities by developing programs and memorandums in order to maintain safety/security utilizing reporting mandates as one of the principles of SWRP, DJJ Institutions and Camp policies.
24.	Input information utilizing data processing systems for staff to document and relay youth's behaviors, daily operations, work orders, statistical reports, e-mail, treatment referrals, schedules, etc., as required by Standard Operating Procedures.
25.	Work cooperatively with the Health and Safety Officer and/or Return to Work Coordinator to carry out the departmental health and safety program in order to prevent and reduce injuries, accidents, illnesses to staff and youthful offenders through safety inspections, meetings and work orders as directed by the departmental policy and California Occupational Safety and Health standards.
26.	Make recommendations to the appropriate manager on policy or procedural changes to maintain compliance with the SWRP utilizing memorandum and/or e-mails as needed.
27.	Develop and support team cohesiveness in order to ensure effective use of resources, skills and abilities within the treatment team utilizing training and team building activities in accordance with Departmental standards.
28.	Maintain cooperative working relationships with other departments within the facility in order to complete the mission of the Department utilizing communication, professionalism, interpersonal skills, diplomacy, etc. as directed by Departmental standards and performance appraisals daily.

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29.	Ensure the training of living unit staff through coaching, mentoring, Temporary Departmental Orders, Block Training and Memorandum in order to maintain compliance of the SWRP as required by DJJ Institutions and Camp policies.
30.	Review youthful offender DDMS for accuracy, correct allegations, appeal process and dispositions are carried out utilizing documentation and/or database as required by DJJ Institutions and Camp policies.
31.	Serve as the chairperson or member of the following committees: DDMS disposition hearings, monthly Senior Youth Correctional Counselor (SYCC) meetings, and special committees to provide experience and expertise as required by DJJ Institutions and Camp policies.
32.	Assist staff regarding recommendations for disciplinary actions for the youthful offenders when completing DDMS actions utilizing Ward Information Network (WIN) database to ensure appropriate dispositions for the allegation as required by DJJ Institutions and Camp policies.
33.	Train and mentor new staff regarding the living unit operations of the Institution in order to reinforce the expected behaviors and job standards necessary to perform their duties in accordance with performance based standards utilizing established policies/procedures.
34.	Track and monitor staff work attendance (e.g., vacation, sick leave, furloughs, etc.) to ensure compliance with Bargaining Unit 6 agreements utilizing daily sign-in sheets, as required by DJJ Institutions and Camp policies.
35.	Recommend Employee Assistance Program to staff who has demonstrated a need for assistance utilizing established procedures, as directed by DJJ Institutions and Camp policies.
36.	Ensure Ward Disability Act (WDA) is monitored and provided daily for those who qualify in order to comply with state law utilizing WIN database and the disability coordinator as required by SWRP, DJJ Institutions and Camp policies..
37.	Assist the academy training officer with the supervision and/or monitoring of cadets in becoming Youth Correctional Officers (YCO), YCC, Casework Specialists and Parole Agents utilizing lesson plans, as approved by OCSA to enable them to be efficient employees.
38.	Plan training for cadets at the academy in becoming YCO, YCC, Casework Specialist and Parole Agents utilizing lesson plans, as required by OCSA to enable them to be efficient employees.
39.	Design training programs and program descriptions for cadets at the academy in becoming YCO, YCC, Parole Agents and Casework Specialists utilizing lesson plans, as required by the OCSA to enable them to be efficient employees.
40.	Deliver the educational training and instruction to cadets at the academy in becoming YCO, YCC, Parole Agents and Casework Specialists utilizing training materials and classroom instruction as required by the OCSA to enable them to be efficient employees.
41.	Observe and evaluate the performance and behavior of cadets at the academy and/or field practicum in becoming YCO, YCC, Parole Agents and Casework Specialists as required by the OCSA in order to meet the standards required by the Department utilizing interpersonal skills and field performance evaluations.
42.	Provide input in establishing apprenticeship standards and the basic academy program for cadets becoming YCO, YCC, Parole Agents and Casework Specialists in order to demonstrate the required competency and develop the required experience necessary to perform the job duties utilizing current procedures and/or guidelines.
43.	Counsel, motivate, and resolve cadet disputes through mediation in order to provide a comprehensive evaluation of cadets' progress, competency, academic achievement, physical fitness, moral and ethical behavior necessary to meet Departmental standards and community expectations utilizing written and verbal communication skills, as necessary.

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44.	Conduct inquiries and take corrective action under the direction of the immediate supervisor with academy cadets regarding any infractions or policy violations that may occur while enrolled at the academy to promote the moral and ethical behavior necessary to meet Departmental standards and community expectations utilizing academy policies/procedures, as needed.
45.	Delegate the ordering of materials, office and cleaning supplies to living unit staff through secondary assignments in order to maintain a clean, safe, operational work environment for both staff and youthful offenders as required by Institutional needs.
46.	Monitor the Integrated Behavior Treatment Model (IBTM) ensuring compliance and fidelity consistent to provide effective treatment services for youth offenders utilizing DJJ Institutions and Camp policies, as required.